

ATLANTIC REGION OFFICIAL MAIL BULLETIN

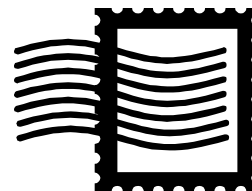
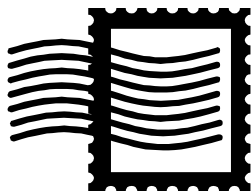
ISSUE # 31

MAY 2002



This bulletin is published by Regional Navy Mail Center, Fleet Industrial Supply Center, Norfolk VA. It is intended as a means to provide pertinent information about policies and procedures for preparing and distributing Official Mail & Material. Any questions concerning the information in this publication can be directed to Steve Murray, Director Of Postal Operations.

COMM: (757) 444-7203/7437 Ext 13 FAX: (757) 444-9796 E-mail: steve_j_murray@nor.fisc.navy.mil



Note From the Director

The Mid-Atlantic Region Official Mail Bulletin is now the Atlantic Region Official Mail Bulletin. The change is intended to bring our neighbors to the north and south into our Navy mail network. As part of the CINCLANTFLT family, we all have a lot in common when it comes to providing our customers with the most efficient and economical service possible. Welcome aboard to the Northeast and Southeast Regions.

Post Office Closures

On 5 April 2002, the Postmaster General lifted the USPS moratorium on closing post offices.

Since local postal officials continue to be pressured to reduce cost, it should be anticipated that some postal retail facilities on DoD installations may be under review for possible closure. Local Postmasters cannot arbitrarily close facilities on DoD installations. All requests to close a facility must be agreed on by both parties and forwarded to USPS Headquarters for approval.

DoD Official Mail Workshop

The annual DoD Official Mail Workshop is scheduled for 12-15 August 2002. It will be held at the Holiday Inn Rosslyn at Key Bridge, 1900 N. Fort Myer Drive, Arlington, VA. Registration must be received by 29 July 2002. Attendees are responsible for making their own hotel reservations. The announcement letter and registration form are included as an attachment to this Bulletin.

National Postal Forum

The following is the schedule for upcoming postal forums:

22-25 Sep 2002	Boston, MA
13-16 Apr 2003	New Orleans, LA
21-24 Sep 2003	Kansas City, MO
16-19 May 2004	Seattle, WA

Postal Rate Increase

The postal rate hike is still on schedule for 1 July 2002. It appears that the rate increase examples shown in last quarter's Bulletin are accurate.

All commands who have official mail meters, which automatically calculate the amount of postage for each piece of mail, need to be aware that your meter vendor should be sending you a rate update for your system. Most of the vendors will mail the update so that it arrives about a week prior to the effective date. Make sure you receive yours and the update is in place, prior to processing mail on the first working day the rate increase

is effective. It might be wise to contact your vendor in advance to ensure he/she is going to meet all the required deadlines.

New Appearance and Name

As you open the Bulletin this time, you might have noticed a slightly changed appearance and modified name. We have expanded the area for which the Bulletin is intended to service to include the Northeast and Southeast Regions. Our added responsibilities as the CINCLANTFLT Official Mail Manager, to include both shore and afloat commands, mean we now serve almost the entire East Coast and some overseas activities. The new Bulletin format will include information that is applicable to the entire area, along with sections containing information of value to each Region and the afloat community. We hope you like the new appearance and format. Let us know if there is anything we can do to improve the Bulletin.

Official Postage Meters

The future is here. The following is information concerning current and future official mail meters. It is worth reading if you will be in the market for replacing any official metering equipment you may now have. Mr. Leonard Bartels, DOD Official Mail Manager, and Mr. Wayne Wilkerson, USPS Headquarters, discussed the future of postage meters:

The USPS has established a five-phase program to improve the prevention of fraud involving the use of postage meters. This program has been directed by the USPS's Board of Governors.

PHASE I involved the withdrawal of about 750,000 mechanical meters and has been completed.

PHASE II involves about 100,000 manually-set electronic postage meters and is almost complete.

PHASE III involves the withdrawal of the early models of remote set electronic meters. Most of these meters require the operator to manually enter a code (provided by the meter vendor) into the meter to reset it. Meter vendors may continue to replace these meters until sometime in 2006; however, they may not install any additional meters after 1 January 2003. This directly affects our activities at APO/FPO locations. Specifically, activities currently using these meters may continue to do so but new or additional activities will not be able to obtain them-or any other meter-because the internal modem meters will not work via satellite due to the time delay. We discussed the problem of remotely setting postage meters at locations involving satellite communications. Mr. Wilkerson said for security reasons the USPS will not allow the vendors to modify equipment to accommodate the satellite communications time delay. He did say some of the vendors are working in web-based resetting processes that would be the solution, but how soon any of them will be available is unknown. Mr. Wilkerson stated there is no current solution to this problem and was not sympathetic to our problem. I plan to pursue this issue further.

I do not have the details on PHASES IV and V. PHASE IV involves "enhanced" remote set meters. PHASE V includes new meters.

Currently, about the only things needing to be considered when selecting postage metering equipment are will it handle the type of mail being metered, does it contain unneeded features, reliability of vendor support (maintenance) and cost? Mr. Wilkerson indicated that is about to change because a revolution has just begun in postage meter design and capabilities. None of the new meters are compatible with the mailing machines currently in use. Based on what he said, the separate meter as we know it will disappear and users will buy "meters". The new "meters" will have internal modems, produce two-dimensional barcodes (yes, the USPS can read them) and will have an expanding variety of features.

Traditionally, the postage meter has included the printer that prints the postage and postmark. At least one vendor displayed a new meter and mailing machine at the National Postal Forum last month where the printer is in the mailing machine. The meter lease should be less expensive since the vendor is not responsible for maintaining the printer.

Mr. Wilkerson foresees the day when the mailing machine will contain everything currently in a meter except the funds storage module. The latter could be similar to a prepaid phone card.

It is important you ensure any replacement equipment you obtain is "forward compatible" so it does not become obsolete in two or three years.

One thing everyone should ask a prospective vendor-even today-is: Can the postage remaining on a defective meter be transferred directly to a replacement meter or to the CMRS trust account?

I do not know when the market will stabilize. Perhaps anyone contemplating the purchase of new equipment during FY 03 and 04 should defer if possible. If that is not possible, they should consider leasing instead of purchase.

Mr. Wilkerson is scheduled to be a speaker at the 2002 DOD Official Mail Workshop.

Important Names and Contacts

Leonard Bartels

DOD Official Mail Manager

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Ed Demetzky

Navy Postal Operations Manager

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Alan Hass

Navy Official Mail

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Email: Alan.L.Hass@navsup.navy.mil

PCCM Rick Bucharth

CINCLANTFLT Postal Officer

Phone: (757) 836-6873/6872

Email: buchartra@clf.navy.mil

Steve Murray

CINCLANTFLT Official Mail Manager

Phone: (757) 444-7203 Ext. 13

Email: Steve.J.Murray@nor.fisc.navy.mil



MID-ATLANTIC REGION

New Customer Service

For those customers at Naval Station Norfolk and Naval Support Activity, we will be making some changes in our customer service procedures when we move into the new section of our building. Here are some examples:

a. Lock Boxes: Each activity that picks up incoming mail at the RNMC will be issued a lock box for their mail. These boxes will have combination locks and the combination will be provided to your designated Official Mail Manager. All regular mail will be placed in the activities box for pick up. When accountable mail or packages are to be picked up, a special notification will be placed in the box for pick up at the service window.

b. Lock Box Hours: The lobby containing the Command lock boxes will be open from 0700-1600. Commands may pick up their mail from their box at any time during these hours. No mail may be left in the lobby at any time. All outgoing mail must be delivered to a RNMC employee during "Mail Call" hours.

c. Mail Call Hours: Mail Call hours will be expanded to 0830-1500 and the RNMC will not be closed during lunchtime.

d. Lock Box Combinations: Official Mail Managers will be responsible for the dissemination of their lock box combination. It should be restricted to only those personnel designated as Mail Orderlies/Clerks. All personnel are still required to produce both a mail card and an ID when conducting business at customer service windows.

We think these new features will enhance our operation and provide our customers with improved service. We will be distributing more information as we get closer to the actual move.

Mail Preparation

We will be placing a greater emphasis on outgoing mail preparation as the new rates go into effect on 1 July 2002. Although first class postage is going up to \$.37 for the first ounce, the amount of discount for properly prepared barcoded and pre-sorted mail will increase. The discounted rate is also increasing from \$.71 to \$.79 off the first ounce, meaning the

savings per piece will increase. This means the more mail that qualifies, the more savings that will be generated.

We will especially be monitoring all small flat mail for proper preparation. This is mail that weighs less than 2oz but is placed in a 9"x12" or larger envelope. All mailers must ensure the proper placement of mailing labels, use of correct fonts and legibility of the print. The Navy uses a large volume of these type envelopes and being able to barcode and pre-sort these would mean some sizable savings in postage cost.

If you have any questions on preparing this type of mail, please contact the Mail Center for assistance.

New Mail Managers

Welcome to the following new command Official Mail Managers. Keep abreast of events by visiting our web page and attending our quarterly meetings. If you have any questions, give us a call anytime.

CWO Richard Schirm	PSA Norfolk
Delores Fowler	Ammunition Log Center
Clifton Shultz	MSC APMC
YN1 David Ball	USS CARR
YNC James Fisher	NAVAIRES Norfolk
DKC Roy Evens	SPAWARINFOTEHCEN
Teddie Thorogood	MSC NFAF East
ENS Lester Isaac	USS AUSTIN
LTjg Maria White	USS COLE
YN1 Raymond Rodriguez	USS NORMANDY
Janice Mann	Trial Serv East
YNC Vincent Caudill	HC-6
Bo Lindfors	MARS CAX
LT M.R. Looe	Beach Group 2
PNC Lolita Merencillo	VFA-105

Building Construction

Renovations on our new facility are ongoing. Some disruptions have occurred and will continue for at least the next couple of months. We will try and give you as much advance notice as we can. Please be as patient as possible as we work toward a new and better facility to serve you.

New Activities

COMMANDING OFFICER
NAVAL NETWORK WARFARE COMMAND
2465 CUADALCANAL RD
NORFOLK VA 23521-3228

Short Title: COMNAVNETWARCOM
Local Area Dist: Route #7A

OFFICIAL MAIL MANAGER

OF THE QUARTER



Mr. Gary Smith receives the Mid-Atlantic Region Official Mail Manager of the Quarter Award for the 2nd Quarter from Mr. Tony Eyzaguirre at the Official Mail Manager's luncheon held on 24 April 2002. Mr. Smith has been an important player in insuring the efficient and economical use of official mail for HRSC East.

REGIONAL NAVY MAIL CENTER

BRANCH OFFICE

NORFOLK NAVAL SHIPYARD



Ms. Rhonda Hill and Mr. Robert Taylor are responsible for mail operations at the Norfolk Naval Shipyard. They provide daily service to 24 tenant activities along with the shipyard command itself. Their dedication to customer service helped ensure the timely and efficient delivery and dispatch of over 260,000 pieces of mail last quarter.

Fleet Information

Official Mail meters must be turned into the RNMC within 5 working days of the return from deployment. These meters and meter heads are the property of the RNMC and are not authorized to be used while the ship is in port. RNMC needs to get usage readings each time they are used and ensure they are in good working order to get them ready to be issued to another ship.

The Official Mail Program will soon become a part of the postal assist visits, performed by the CINCLANTFLT Postal Advisory Team. A letter addressed to each ship's Admin Officer containing information on official mail has already been forwarded. The postal advisors will visit the Admin Department and evaluate the ship's official mail process. An unofficial report will be provided to the Admin Officer detailing the team's findings.

Semi-annual postage reports are required in accordance with OPNAVINST 5218.7B. Ships homeported in Norfolk and Mayport utilizing the meter issuance program will have a negative report. Only those ships still processing mail using their own postage meter or purchased stamp stock, will report all expenditures on the Semi-Annual Report.

Official mail onboard afloat units is primarily the responsibility of the unit's Admin Department. Official mail meter equipment should be located within the admin spaces and a senior person assigned responsibility for ensuring the accountability for all funds utilized. Ships with military post offices and assigned Navy Postal Clerks may request advice and assistance in the preparation and application of appropriate postage. The ships postal personnel should never be placed in charge of the meter equipment or any stamp stock reserved for official mail.



NORTHEAST REGION

The Northeast Region includes the states of New York, New Jersey and all of New England. The following installations fall under the direction of the Navy Region Northeast Official Mail Manager:

Northeast Region Official Mail Manager

LCDR Steve Hartzell

Phone: (860) 694-3501

Email: hartzells@subasenlon.navy.mil

Mailing Address:

DOCKSIDE MAIL

GROTON CT 06349-5072

Submarine Base New London Mail Room

PC2 Thomas Ferreira

Phone: (860) 694-3575; DSN 694-3573

Email: ferreirat@subasenlon.navy.mil

Mailing Address:

DOCKSIDE MAIL

GROTON CT 06349-5072

Naval Weapons Station Earl New Jersey

Mr. Fred King

Phone: (732) 866-2294; DSN 449-1261

Email: mailroom@earle.navy.mil

Mailing Address:

NWS EARLE

201 STATE ROUTE 345

COLTS NECK NJ 07722-5050

Naval Station Newport Rhode Island

SKC Noel Filipinas

Phone: (401) 841-1261; DSN 948-1261

Email: filipinasn@nsnpt.navy.mil

Mailing Address:

61 CAPADANNO DR

NEWPORT RI 02841-1522

Naval Air Station Brunswick ME

PC2 Cindy Adam

Phone: (207) 921-2187; DSN 467-2187

Email: adams@nasb.navy.mil

Mailing Address:

1000 BURBANK AVE RM 115

BRUNSWICK ME 04011-5012



SOUTHEAST REGION

The Southeast Region is the most widely dispersed geographically of all three regions. It's boundaries are Charleston, SC in the north, Gulfport, MS in the west and Roosevelt Roads, Puerto Rico in the South. The following installations fall under the direction of the Navy Region Southeast Official Mail Manager:

Southeast Region Official Mail Manager

Mr. Charles Ramsey

Phone: (904) 270-5769; DSN 960-5769

Email: cramsey@nsmayport.spear.navy.mil

Mailing Address:

P.O. BOX 280122

JACKSONVILLE FL 32212-5000

Naval Station Mayport FL

Mr. Charles Ramsey

Phone: (904) 270-5769; DSN 960-5796

Email: cramsey@nsmayport.spear.navy.mil

Mailing Address:

P.O. BOX 280122

JACKSONVILLE FL 32212-5000

Naval Air Station Jacksonville FL

YNC Ensenberger

Phone: (904) 542-1545; DSN 942-1545

Email: enzenbachermi@nasjax.navy.mil

Mailing Address:

P.O. BOX 2

JACKSONVILLE FL 32212-5000

Naval Submarine Base Kings Bay GA

YNC Alberts

Phone: (912) 673-2001 Ext. 4929; DSN 573-2001

Email: albertsdm@subasekb.navy.mil

Mailing Address:

1360 SIMON BOLIVAR

KINGS BAY GA 31547

Key West FL

YNC Shirley

Phone: (305) 293-2489; DSN 483-2489

Email: shirleyta@naskw.navy.mil

Mailing Address:

P.O. BOX 9001

KEY WEST FL 33040-9001

Charleston SC

Ms. J. Minnich

Phone: (843) 764-7100 Ext. 264; DSN 794-7100

Email: minnich.jeane@nwschs.navy.mil

Mailing Address:

2316 RED BANK RD STE 100

GOOSE CREEK SC 29445-8601

Roosevelt Roads

LT Feliz

Phone: (787) 865-4234; DSN 831-4234

Email: felizj@navstarr.navy.mil

Mailing Address:

PSC 1008 BOX 3402

FPO AA 34051

Naval Station Guantanamo Bay

YNC Benjamin/CWO3 King

Phone: 011-5399-4511; DSN 723-4511

Email: n10@usnbgtmo.navy.mil

Mailing Address:

PSC 1005 BOX 25

FPO AE 09593

Pascagoula MS

LCDR Bartee

Phone: (228) 761-2006; DSN 358-2006

Email: supply@ns-pascagoula.navy.mil

Mailing Address:

NAVAL STATION

PASCAGOULA MS 39567

CBC Gulfport MS

PCC R. Mallett

Phone: (228) 871-2259; DSN 868-2259

Email: rlmallett@cbcgulfport.navy.mil

Mailing Address:

CBC GULFPORT

5301 BAINBRIDGE AVE

GULFPORT MS 39503

Mid Atlantic Region
Official Mail Manager's Luncheon

Place: LONGBRANCH STEAKHOUSE (between Independence Blvd. &
4752 Virginia Beach Blvd Witchduck Rd.)
Virginia Beach VA 23462

Date: Wednesday, 24 July 2002

Time: Luncheon: 1130-1215

MENU

Prices start at \$3.95
See attached lunch menu.

Only the first 40 people are guaranteed a seat. Get your Reservation in
early.

You can fax, mail or e-mail your reservation

Name _____ Phone # _____
Command _____ E-Mail _____

I will/will not attend the luncheon.
(circle one)

RESERVATIONS MUST BE IN BY 22 JULY 2002

RETURN TO: STEVE MURRAY
REGIONAL NAVY MAIL CENTER
9225 THIRD AVE
NORFOLK VA 23511-2324
FAX #: 444-9796
E-mail: steve_j_murray@nor.fisc.navy.mil or
E-mail: barbara_j_boesch@nor.fisc.navy.mil



DEPARTMENT OF DEFENSE
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE SUITE 814
ALEXANDRIA VA 22331-0006

REPLY TO
ATTENTION OF

MPSA-OMM

16 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2002 DoD Official Mail Workshop

1. We will host the 2002 DoD Official Mail Workshop at the Holiday Inn Rosslyn at Key Bridge, 1900 North Fort Myer Drive, Arlington, Virginia 22209 from 12 through 15 August 2002. The Workshop is designed for mail center employees and managers, official mail managers, their supervisors, and official mail center contractors' employees.

2. Agenda items include basic technical postal information such as: how to reduce postage costs, how to compute postage, classes of mail, special services, postage meter management, U.S. Postal Service automation, and Private Express Statutes. A tour of the Southern Maryland Processing and Distribution Center (it processes letters, flats, and parcels) will be held during the evening hours of 14 August. NOTE: On arrival, participants are expected to be familiar with the Private Express Statutes (Title 39, U.S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320). Your Legal Office should have them.

3. Workshop Registration will close on 29 July 2002 or sooner if the Workshop is full. Registrations will be accepted in the order the \$76.00 registration fees are received. Absolutely NO telephonic or walk-in registrations are accepted.

- This year, we will only accept the GOVERNMENT MASTERCARD and VISA Credit Cards, a government or personal check, or money order. Please make government or personal checks or money orders payable to: MPSA Workshop Fund.
- Payment MUST accompany a completed Workshop registration form. The form is attached. It also may be filled in and printed from <http://www.hqda.army.mil/mpsa>, click "New Info" button, scroll down to "DoD Official Mail Manager," and click on registration form.
- Requested information and printed registration fee must be received no later than July 29, 2002. Our credit card processor requires we have an original signature. MAIL to: DoD Official Mail Workshop, Military Postal Service Agency, 2461 Eisenhower Avenue STE 814, Alexandria, VA 22331-0006. We email registration confirmation letters that constitute receipts.

4. Hotel room reservations are to be made no later than July 29, 2002 by calling the Holiday Inn Rosslyn at Key Bridge at (703) 522-7480 or 1-800-368-3408. Be sure to state you are with Group Code DoD. Room rates are \$109.00 for single or double occupancy, plus 9.75% tax. NOTE: A room reservation does not guarantee a place in the Workshop. DD Form 1610 Remarks Section for Army personnel must include the statement: Group Non-availability Number 187111.

5. Transportation. Upon arrival at Ronald Reagan Washington National Airport, take a taxi (normally \$10.00) to the Holiday Inn Rosslyn at Key Bridge. METRO RAIL is also available for \$1.50. Take a BLUE Line train going in the direction of Addison Road. Get off at the Rosslyn Station. At the top of the escalators, go diagonally to the left and up a few steps to N. Fairfax Street. Turn right and you will see the Holiday Inn at Key Bridge. The Washington Flyer ground transportation (shuttle-bus) from Dulles International Airport to National Airport costs about \$16.00 and departs on the hour. Rental cars are not needed. Hotel parking is complimentary.

6. Miscellaneous information:

a. Workshop check-in will be held from 1930 - 2130, Sunday, 11 August and from 0730 - 0810, Monday, 12 August.

b. Workshop hours are 0800 to approximately 1600, except the day of the tour. DoD Component meetings (if applicable) will be held Thursday afternoon, 15 August. Please contact your DoD Component Official Mail Manager for details.

c. Clothing: Attendees should bring a sweater or jacket to wear during the Workshop. Military uniforms are optional. The tour of the Southern Maryland Processing and Distribution Center will include walking on catwalks so bring the appropriate clothes and shoes (closed toe, low heel, no cloth or canvas).

d. Materials: Each attendee should bring writing materials.

7. We look forward to seeing you at the workshop. If you have questions, please call (703) 325-0674, DSN 221-0674, (703) 325-8327, or send an email to dodommm@hqda.army.mil.

/s/ Leonard A. Bartels
LEONARD A. BARTELS
DoD Official Mail Manager

Enclosure

DoD OFFICIAL MAIL WORKSHOP REGISTRATION FORM

Please Print Legibly

First Name		Last Name		Date (dd-mmm-yyyy)	
Grade/Rank		Title			
Official Mailing Address					
Office Name					
Street				Suite/Room	
City		State		Zip +4 Code	
Work Phone (commercial)			DSN Prefix		
Using Hotel? Yes <input type="checkbox"/> No <input type="checkbox"/>			If YES, make reservations at the Holiday Inn Rosslyn at 1-800-368-3408. (Check One)		
Official Mail Experience: <input type="checkbox"/> Yrs <input type="checkbox"/> Mon			Email Address		

Method of Payment

Check/Money Order/ Government Check:	Make payable to: MPSA WORKSHOP FUND <i>Ensure your name and phone number appear on the govt check in remarks area.</i>																		
Government VISA or Government MasterCard Credit Cards*:	<table border="1" style="width:100%"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
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SIGNATURE Required for Authorization – Credit Card Holder

PRINT NAME if different from registrant

EMAIL Address if different from registrant & requires confirmation copy

All Registrations Must Arrive by Registration Deadline: 29 July 2002

or sooner if Workshop is full...First Come First Serve

Please DO NOT send by registered, certified, priority, or overnight mail

Questions: Email: DODOMM@hqda.army.mil or Call: 703-325-8327

Mail to: DOD OFFICIAL MAIL WORKSHOP
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVE STE 814

OMM Use Only

Confirmation #

Batch #

ALEXANDRIA VA 22331-0006

